

# COUNTY ADMINISTRATOR

LINCOLN COUNTY *Oregon*



## Why Apply?

This is an excellent opportunity to join a friendly community with a great quality of life and a stable political environment. Lincoln County is a great place to work – the organization is well-managed and has an excellent team of elected officials, department directors, and employees that serve a vibrant and diverse population. Employees are engaged and dedicated to their jobs and to providing excellent services. Come join a progressive, dynamic team led by a supportive Board of Commissioners who genuinely care about their employees. This is an ideal opportunity for a motivated, energetic individual looking for a long tenure and wanting to make a positive difference.

**OPEN UNTIL FILLED WITH FIRST REVIEW JUNE 9, 2025.**

[CLICK HERE TO APPLY!](#)



# *Welcome to* LINCOLN COUNTY

About 2.5 hours southwest of Portland, Lincoln County is one of the most popular destinations on the Oregon coast. With over 60 miles of shoreline, the coast varies from the rocky cliffs near stunning Cape Perpetua on Lincoln County's southern border to the seven miles of sandy beaches at Lincoln City. Lincoln County is also known for its hundreds of miles of navigable rivers, waterfalls, and old-growth Douglas Firs, lush rainforests, as well as world-class dining and a thriving art and culture scene.

Lincoln County spans 992 square miles and is home to about 50,000 people and seven incorporated cities, each with their unique personality: Lincoln City, Depoe Bay, Siletz, Toledo, Newport, Waldport and Yachats. The northern part of Lincoln County also includes the Siletz Reservation, home to the Confederated Tribes of Siletz Indians, a federally recognized confederation of over 30 bands originating from Northern California to Southern Washington.

The county seat is Newport, the largest city, with a population of 10,500. A popular destination since the 1800's, Newport is a historic city made up of distinct neighborhoods ranging from the downtown Deco District to the historic Bayfront—a working fishing port with an eclectic array of shops, restaurants, lodging establishments. Regarded as Oregon's oceanography research center, Newport is also home to Oregon State University's Hatfield Marine Science Center, U.S. Coast Guard, NOAA, Oregon Coast Aquarium, and the largest commercial fishing fleet on the Oregon coast. Visitors also come to enjoy the raucous local sea lions who lounge on the docks.

Although tourism has replaced timber and fishing as the county's largest industry, commercial fishing still contributes hundreds of millions of dollars to the region's economy. Income generated from Dungeness crab is more than 40% of the total value of all locally harvested seafood, giving Newport the moniker "the Dungeness Crab Capital of the World."

Residents appreciate the area's small-town feel and spectacular scenery, all while being within reach of the larger cities of Portland, Eugene, and Corvallis. The accredited Oregon Coast Community College has three local campuses across the county that provide higher and continuing education. Commercial air travel is provided to the region through Eugene Airport (EUG) and Portland International Airport (PDX).

# LINCOLN COUNTY

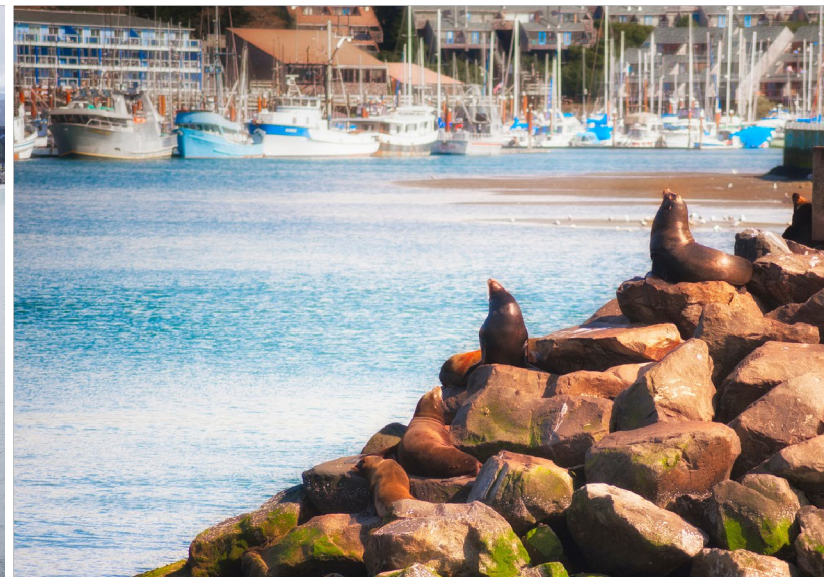
Established in 1893, Lincoln County employs 489 FTEs and has a 2024-2025 budget of \$184 million, including a general fund of \$56 million. County departments include County Administration, Legal Counsel, Finance & Accounting, Health & Human Services, Human Resources, Information Technology, Juvenile, Parole & Probation, Planning & Development, Public Works, Surveyor's Office, Transit, and Veteran Services. Elected County positions include the Assessor, Commissioners, County Clerk, District Attorney, Sheriff, and Treasurer.

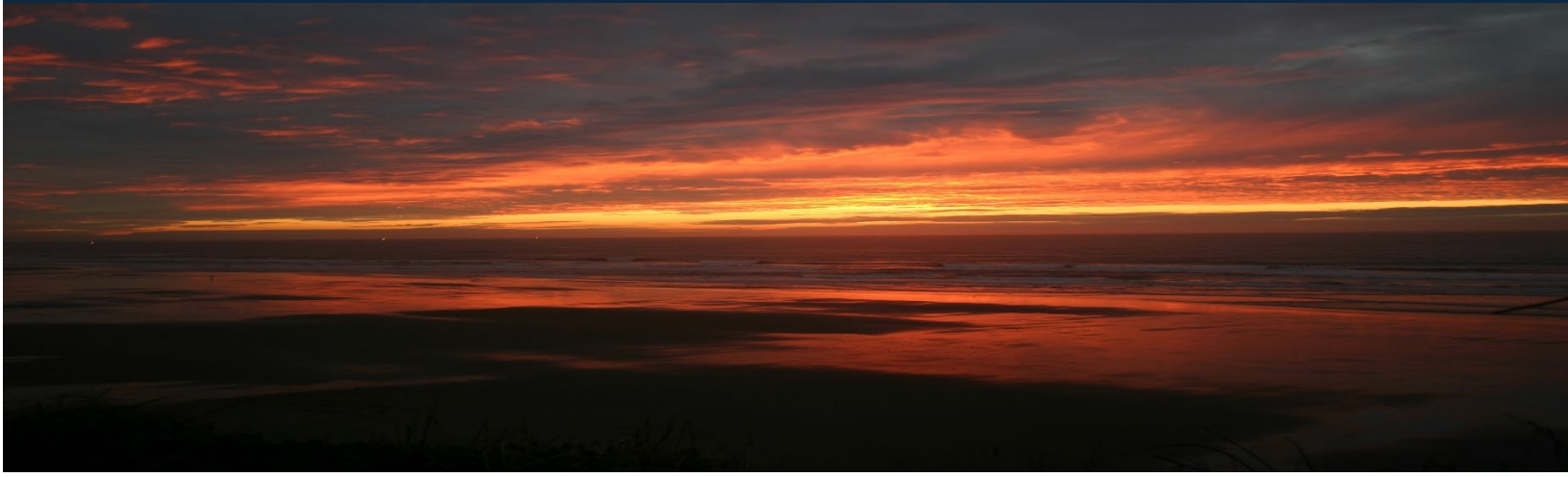
The County has a strong management team made up of elected officials and department directors that work closely together with the County Administrator.



## The County Administrator

Serving at the pleasure of the Board of Commissioners, the County Administrator manages county operations and is responsible for implementing BOC policy, and for planning, organizing, directing and controlling the activities and operations of Lincoln County government. The County Administrator also develops policy recommendations for BOC action and provides highly responsible and complex administrative support to the BOC. Working under the general direction of the Board of Commissioners, Lincoln County's Administrator supervises non-elected department directors. To view a full job description and the full scope of responsibilities, please view the attachment found [here](#) or visit [www.co.lincoln.or.us](http://www.co.lincoln.or.us).





## IDEAL CANDIDATE

- Knowledge of the principles and practices of municipal government administration and operation, including policy development and implementation, leadership, motivation, team building and conflict resolution and pertinent local, State and Federal laws, rules and regulations.
- Ability to competently analyze a budget and technical reports, provide solutions and problem solve department cost recommendations and interpret and evaluate staff reports.
- Skill in being politically astute, respectful, and resourceful, understanding the political balance of issues.
- Experience analyzing problems, identifying alternate solutions, projecting consequences of proposed actions and implementing recommendations in support of goals.
- Ability to assist the BOC in developing and implementing County policies and demonstrate tact and diplomacy with the public.
- Ability to work confidently side by side with the BOC, treating all members equally and fair in discussion and resolution.
- The ideal candidate will be a strong, experienced manager with a keen knowledge of all local government processes, and the ability to engage in regional issues.
- Ability to take a mentorship role with the staff, providing leadership and maintaining good employee relations, and building trust with the BOC, staff, and the community.
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- The skills to be a collaborative leader and team player with a strong work ethic, and the ability to show integrity and earn trust within the organization.
- Demonstrated experience managing a county, and the ability to keep the BOC headed down the right track.
- A track record of being fiscally responsible, showing strong knowledge of local government finances, and the ability to look down the road to find opportunities or forecast issues before they arise.
- The ideal candidate will be a people person who is approachable, process oriented and personable, and has the ability to gain respect of staff and the community.
- The ideal candidate will be a big picture thinker who is bold, innovative and has attention to detail.
- Experience dealing with issues related to economic development, community development and project management. Land use experience is a plus.

### Education & Experience:

- A bachelor's degree in business administration, public administration or political science and a minimum of seven (7) years of progressively responsible administrative or staff experience in municipal government with at least five (5) years in municipal administration and three (3) years of high-level administrative responsibility at a department head or Assistant City Manager level or above is required.
- A master's degree in a related field as well as previous Oregon County Administration experience is preferred.
- Candidates must possess a valid Oregon State driver's license at time of appointment.
- Candidates may possess any combination of relevant education and experience that demonstrates their ability to perform the essential duties and responsibilities. The ideal candidate will be committed to excellent customer service.



# OPPORTUNITIES & CHALLENGES

## Housing

This is a highly desirable place to live and work. The ocean and forests are great recreational playgrounds. A thriving arts community is a strong community asset. However, there is a shortage of decent, affordable housing that continues to be a barrier to recruitment and retention, not only for the county, but for other public and private employers.

## Balancing Budget and Enhancing Services

While enhancing County services is a great priority for the County, the County Administrator must take into consideration the associated costs and maintain a balanced budget, while providing the best services possible. It is anticipated that the County Administrator will have a major role in the budget process.

## Administrative Building

The County is implementing steps to ready itself for a new County Courthouse and Administration building, it will be incumbent upon the County Administrator to complete this project.





## COMPENSATION & BENEFITS

Lincoln County is offering an annual salary range of \$154,168 to \$207,191 for this position, dependent upon experience and qualifications, along with a comprehensive benefits package:

- Medical, Dental & Vision Insurance (County pays 90% of premium)
- Life, Long Term Disability & AD&D Insurances
- Paid Time off accrued at 22 hours per month
- 11 paid Holidays
- 11% County Contribution to 401(k)
- Post-Employment Health Plan Account
- Portable Health Savings Account

## RESOURCES

[Annual County Budget Reports](#)

[Annual Comprehensive Financial Reports](#)

[Committee Meetings](#)

[Discover Newport](#)

[Economic Development Alliance of Lincoln County](#)

